



**PUBLIC SCHOOLS OF NORTH CAROLINA**

State Board of Education | Department of Public Instruction

# Individualized Education Programs

Module #1: Request to Excuse Required IEP Team Members

Consent to Invite Outside Agencies

Invitation to IEP Team Meeting

# Planning for an IEP Team Meeting

# Planning for an IEP Team Meeting

## Plan Ahead

- Begin scheduling well in advance of annual IEP due dates and reevaluation dates
- Gather multiple dates and times that required IEP Team members are available
- Include related service providers and the student in proposed dates/times
- Consider alternate means of participation
- Combine and clearly list meeting purposes
- Secure “Consent to Invite Outside Agency” and “Request to Excuse a Required IEP Team Member” prior to sending the “Invitation to IEP Team Meeting” as needed

# Request to Excuse Required IEP Team Members

# IEP Team NC 1503-4.2

The LEA must ensure that the IEP Team for each child with a disability includes:

- The parent(s) of the child;
- Not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment);
- Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child;

# IEP Team NC 1503-4.2

A representative of the LEA who:

- Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
- Is knowledgeable about the general education curriculum; and
- Is knowledgeable about the availability of resources of the public agency.

An individual who can interpret the instructional implications of evaluation results

## REQUEST TO EXCUSE REQUIRED IEP TEAM MEMBER(S)

Dear: \_\_\_\_\_

Date: \_\_\_\_\_

Prior to the excusal of an IEP Team member from an IEP Team meeting, the parent/guardian and/or student have to agree that the team member may be excused. The LEA is proposing to excuse an IEP Team member(s) from the IEP Team meeting currently being planned.

This is a written request for your agreement to excuse an IEP Team member(s). The conditions of this proposal are listed below.

The following required members of the IEP team will not attend the meeting; however, they will participate by providing written input to all team members ***prior to the meeting.***

# IEP Team Attendance

A member of the IEP Team is not required to attend an IEP meeting, in whole or in part,

1. If the parent(s) of a child with a disability and the LEA agree, in writing, that the attendance of the member is not necessary because
  - the member's area of the curriculum or related services is not being modified or discussed in the meeting
2. When the meeting involves modification to or discussion of the member's area, if—
  - The parent(s), in writing, and the public agency consent to the excusal; and
  - The member submits, in writing to the parent and the IEP Team, input into the development of the IEP prior to the meeting.

NC 1503-4.2(e)(1)(2)(i)(ii) – IEP Team

Excusals should be RARE!

CONSENT –  
INVITATION OF  
OUTSIDE AGENCIES  
FOR TRANSITION  
SERVICES

**CONSENT – INVITATION OF OUTSIDE AGENCIES FOR TRANSITION SERVICES**

Parent/Guardian

Student

Dear: \_\_\_\_\_

The purpose of the upcoming IEP meeting will be to discuss and consider developing appropriate transition goals, services and/or supports. The LEA is required to invite to the meeting the outside/community agencies that have provided or are likely to provide services prior to entering school or after high school. We would like to invite the following individual(s) or representative(s) and are requesting your permission to do so.

**Consent:**

I give or withhold my consent for the agency representative(s), checked below, to be invited to the IEP Team meeting.

Name	Agency	Consent Decision	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand that my consent decision for outside agencies to participate in IEP Team meetings may be amended or revoked in writing at any time.

# Invitation to IEP Team Meeting

Each LEA must take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate, including--

- Notifying the parent(s) of the meeting early enough to ensure that they will have an opportunity to attend; and
- Scheduling the meeting at a mutually agreed on time and place.

## INVITATION TO IEP TEAM MEETING

Parent/Guardian

Student

Dear: \_\_\_\_\_:

This invitation is a request that you attend an IEP Team meeting to discuss the unique needs of the student. You may also bring another person(s) who has knowledge or expertise about the unique needs. Although not required for you to notify the school of additional participants, it is helpful in making appropriate arrangements.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

# Scheduling

Carefully consider “reasonable” notice for meaningful parent participation at a mutually agreeable date and time as it relates to the purpose of the meeting.

Don't forget your related service providers and other relevant IEP Team members!

# Purpose of the Meeting

**The purpose(s) listed below may apply to this meeting:**

- Discuss the special education referral for an initial evaluation or reevaluation
- Discuss evaluation results to determine eligibility for special education and related services
- Discuss, develop, review and/or revise the individualized education program
- Discuss educational placement
- Other: \_\_\_\_\_

For students age 14, the meeting purpose must include:

Other: Transition - Develop a statement of transition service needs

For students aged 16, the meeting purpose must include:

Other: Transition – Consideration of postsecondary goals and transition services

*\*If the student does not attend the IEP Team meeting, the LEA must take other steps to ensure that the student's preferences and interests are considered.*

**The following required members of the IEP Team are expected to attend the meeting: (A Request to Excuse Required IEP Team Member(s) has been obtained if any of the below participants are identified as excused)**

- LEA Representative
- Special Education Teacher
- General Education Teacher
- Interpreter of Instructional Implications of Evaluation Results

If a required member of the IEP team is not expected to attend the meeting you must obtain a “Request to Excuse an IEP Team Member” prior to finalizing the Invitation to IEP Team Meeting in ECATS.

It should be an extremely rare occurrence that an IEP Team member is excused.

Failure to plan in advance to include the necessary personnel, related service providers, etc., would not be an appropriate reason to excuse an IEP Team member.

# Interpreter of the Instructional Implications of Evaluation Results

- NC 1503-4.2(a)(5) states:
  - An individual who can interpret the *instructional implications of evaluation results*, who may be a member described in paragraphs (a)(2) through (a)(6) of this section
    - General Education Teacher
    - Special Education Teacher
    - LEA Representative
    - Other individuals who have knowledge or special expertise regarding the child, including related services personnel

**Other participants expected to attend the meeting:**

\_\_\_\_\_

\_\_\_\_\_

**NC 1503-4.2(a)(6) states:**

At the discretion of the parent(s) or the LEA, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; are expected to attend the meeting.

# Agency Representative

**The following agency representative(s) invited to the meeting are: (Consent to invite agency representative(s) must be in the EC file if they are attending to discuss transition services)**

\_\_\_\_\_  
\_\_\_\_\_

**NC 1503-4.2(b)(3)** states:

- To the extent appropriate, with the consent of the parent(s) or a child who has reached the age of majority, the LEA must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services.

## RESPONSE TO INVITATION

Please respond to this notice by checking the appropriate option below and return to the student's EC Case Manager prior to the meeting.

- I will attend the meeting as scheduled.
- I will participate in this IEP Team meeting by phone or other means. I can be reached at the phone number listed below on the date/time proposed above.  
Phone: (\_\_\_\_) \_\_\_\_\_
- I cannot attend or participate in the meeting at this time. I will contact the EC Case Manager to arrange a mutually agreed upon time.
- I do not wish to attend the meeting.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# What if a parent is non-responsive to invitations? NC 1503-4.3(d)

Conducting an IEP without a parent in attendance.

- A meeting may be conducted without a parent in attendance if the public agency is unable to convince the parent(s) that they should attend. In this case, the LEA must keep a record of its attempts to arrange a mutually agreed upon time and place, such as –
  - Detailed records of telephone calls made or attempted and the results of those calls;
  - Copies of correspondence sent to the parent(s) and any responses received; and
  - Detailed records of visits made to the parent's home or place of employment, if appropriate and the results of those visits.

Helpful Hints!

# Helpful Hints!

## **Start Early!**

The timeline is very important. **PLAN AHEAD** of due dates because meeting dates may take multiple attempts to coordinate-this increases given the number of participants and required service providers necessary to conduct the meeting.

## **Increase Student Participation**

Student participation in his or her own IEP meeting is an excellent way to teach and practice self advocacy skills. If the student is present at school on the day of the IEP meeting, he or she should be encouraged to attend the meeting.

# Helpful Hints!

## **Inviting Outside Agencies\***

Remember you must have written parental consent, or if the student is of majority, student consent to invite an outside agency.

## **Request to Excuse an IEP Team Member\***

This should be a rare occurrence! IEP Teams require the unique expertise of the required members.

*\*Because both of these documents must be provided to the parent/student and on file prior to finalizing the Invitation to IEP Team Meeting is sent to the parent/student, plan ahead far enough ahead of deadlines in the event consent to invite or excuse is not provided.*

# Helpful Hints!

## **Remember ALL Service Providers\***

The input of each service provider during the IEP Team meeting is critical. Decisions about eligibility and the frequency, duration and intensity of services require the expertise of the individuals providing the service. Plan ahead to coordinate schedules to afford service providers the opportunity to participate.

*\*While related service providers are not required IEP Team members, their contributions are essential when determining services and supports based on the student's unique needs. Plan ahead to include their participation.*